

WAE Afterschool Site Leader (Academic Recovery and Extended Learning)

Salary: \$20 per hour

Location: Washington, DC

Certified 04-24-2020

Our public school students need your expertise, passion and leadership.

We are looking for highly motivated and skilled talent to join our team at District of Columbia Public Schools (DCPS). We seek individuals who are passionate about transforming the DC school system and making a significant difference in the lives of public school students, parents, principals, teachers, and central office employees.

DCPS serves 50,000 students in the nation's capital through the efforts of approximately 4,000 educators in 118 schools. As part of a comprehensive reform effort to become the preeminent urban school system in America, DCPS intends to have the highest-performing, best paid, most satisfied, and most honored educator force in the nation and a distinctive central office staff whose work supports and drives instructional excellence and significant achievement gains for DCPS students.

Position Overview

The WAE Afterschool Site Leader position is located in a District of Columbia Public Schools (DCPS) school that hosts a centrally-coordinated afterschool program by Out of School Time Programs (OSTP). DCPS is a diverse, urban school district serving students in the nation's capital. Situated at the center of national government, our goal is to provide students with a quality education that prepares them to become future leaders, productive citizens, and individuals who are engaged in the life of the community. As an integral part of this strategy, the WAE Afterschool Site Leader will serve as the daily point of contact for programming at their site and assist in ensuring that afterschool runs smoothly on a daily basis.

The tour of duty for this position is Monday through Friday, 3:30 to 6:30 pm. This position is a safety-sensitive position. As a result, throughout employment this position will be subject to the Employee Mandatory Drug and Alcohol Testing Policy.

The WAE Afterschool Site Leader (Academic Recovery and Extended Learning) will report to the Coordinator, OSTP.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Acts as primary point of contact for afterschool programming at the site; manages day-to-day operations; and maintains daily communication with central office POC, providing updates and reporting any issues/concerns.
- Ensures accurate attendance is taken in classrooms, collected, and entered into Aspen daily.
- Establishes relationships with colleagues, students, parents, and community partners that demonstrate respect for every individual; and manages daily communication with parents, staff, and students.
- Ensures the daily implementation of Academic Power Hour (APH) and enrichment curriculum; and encourages youth development and voice and choice.
- Gathers information, updates, photographs, and programmatic highlights weekly from teachers and paraprofessionals; and prepares the monthly newsletter, including important dates and events to be provided to the central office POC.
- Collects and maintains secure records of student attendance sheets, parent sign-in/sign-out sheets, and other necessary documentation onsite for five years.
- Responsible for ensuring proper administration of snack/supper, in communication and coordination with the cafeteria lead and kitchen staff.
- Supports the central office POC with student recruitment efforts; and leads regular afterschool family engagement events four times per year to ensure compliance (promotion, sign-in sheets, photographs, etc.)

- Supports the central office POC with staff recruitment, training, scheduling, assigning day-to-day staff responsibilities, and ensuring the implementation of policies for program staff.
- Attends mandatory two-day OSTP staff summer training in August and attends additional training opportunities throughout the school year.
- Ensures daily enforcement of the pick-up policy, and remains at assigned site until all students are picked up.
- Assists the administration in implementing all policies and rules governing student life and conduct.
- Maintains and/or develops reasonable rules for classroom behaviors and procedures that are consistent with school day and overall DCPS protocol; and maintains order in the classroom in a fair and just manner.

Qualifications

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- Associates Degree or 48 college credits with two to four years of afterschool program administration or other administration experience.
- Previous exposure to or experience in the education sector a plus.
- Holds current knowledge of behavior management techniques, educational trends, methods, research and technology, and subject area knowledge.
- Possesses excellent oral and written communication skills.
- Proficient experience with Microsoft Office products.
- Experience supporting academic and/or enrichment programs for youth.
- Experience working with linguistically- and ethnically-diverse student populations.
- Demonstrated commitment to improving the achievement of all students.
- Demonstrated involvement with and commitment to the youth community.
- Demonstrated experience with developing a positive rapport with youth.
- Demonstrated commitment to professional growth and eagerness to learn.

DCPS Values

- **STUDENTS FIRST:** We recognize students as whole children and put their needs first in everything we do.
- **COURAGE:** We have the audacity to learn from our successes and failures, to try new things, and to lead the nation as a proof point of PK-12 success.
- **EQUITY:** We work proactively to eliminate opportunity gaps by interrupting institutional bias and investing in effective strategies to ensure every student succeeds.
- **EXCELLENCE:** We work with integrity and hold ourselves accountable for exemplary outcomes, service, and interactions.
- **TEAMWORK:** We recognize that our greatest asset is our collective vision and ability to work collaboratively and authentically.
- **JOY:** We enjoy our collective work and will enthusiastically celebrate our success and each other.

DCPS Notice of Nondiscrimination:

The District of Columbia Public Schools (DCPS) is committed to ensuring that all of its employees act in conformity with federal and District of Columbia nondiscrimination laws, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act, the District of Columbia Human Rights Act of 1977, and the Genetic Information Nondiscrimination Act of 2008.

Accordingly, DCPS does not discriminate or tolerate discrimination against employees, applicants for employment, or students on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy), age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business.

DCPS also prohibits harassment based on any of the aforementioned protected traits and retaliation against a person because he or she has complained about discrimination, filed a charge of discrimination, or participated in a discrimination investigation or lawsuit. Employees found to have engaged in prohibited discrimination, harassment, or retaliation will be subject to disciplinary action.

Notice of Non-Retaliation

District of Columbia Public Schools will not intimidate, threaten, coerce, discriminate against, retaliate or take adverse employment action against any employee, student, or volunteer that in good faith and with honest and non-malicious intent makes a report regarding potential violations of laws, regulations or policies.

Retaliation includes, but is not limited to, adverse job actions such as termination; denial of any bonus, benefit or training; reduction of salary or decrease in hours; or change in or transfer to a lesser position.

Individuals who violate this policy will be subject to the appropriate and applicable disciplinary process, up to and including termination.

The following Federal and District law concerning non-retaliation supports our Non-Retaliation Policy.

Title VII, Section 704(a), of the Civil Rights Act of 1964, as amended, states the following:

(a) Discrimination for making charges, testifying, assisting, or participating in enforcement proceedings

It shall be an unlawful employment practice for an employer to discriminate against any of his employees or applicants for employment, for an employment agency, or join labor-management committee controlling apprenticeship or other training or retraining, including on-the-job training programs, to discriminate against any individual, or for a labor organization to discriminate against any member thereof or applicant for membership, because he has opposed any practice made an unlawful employment practice by this subchapter, or because he has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this subchapter.

DC Law 2-38 (Human Rights Act of 1977), Part G, Sec. 1-2525, states the following:

1-2525. Coercion or retaliation

- a. It shall be an unlawful discriminatory practice to coerce, threaten, retaliate against, or interfere with any person in the exercise or enjoyment of, or on account of having exercised or enjoyed, or on account of having aided or encouraged any other person in the exercise or enjoyment of any right granted or protected under this chapter.
- b. It shall be an unlawful discriminatory practice for any person to require, request, or suggest that a person retaliate against, interfere with, intimidate or discriminate against a person, because that person has opposed any practice made unlawful by this chapter, or because that person has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing authorized under this chapter.
- c. It shall be an unlawful discriminatory practice for any person to cause or coerce, or attempt to cause or coerce, directly or indirectly, any person to prevent any person from complying with the provisions of this chapter.

DC Municipal Regulations, Title 5, (Board of Education) Subsection 1401.2(z) states the following:

(z) Retaliation for reporting harassment and sexual harassment. An employee commits an offense under this provision when he/she retaliates against any person who reports alleged harassment or sexual harassment, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or sexual harassment. An employee retaliates against a person if, as a result of action taken by the employee described in the previous sentence, 1) such person is reasonably intimidated by verbal threats or physical conduct of the employee, or 2) such person is denied an opportunity, right or privilege to which he/she would otherwise be entitled, or 3) such person is subjected to detrimental treatment to which he/she would not otherwise be subjected.

Persons filing charges of discrimination are advised of these Non-Retaliation Policy and are instructed to notify the DCPS Equal Employment Opportunity Office, 1200 First Street, NE, 10th Floor, Washington, DC 20002, 202-442-5424, if any attempt at retaliation is made.

Americans with Disabilities Act (ADA)

The Office of Labor Management & Employee Relations (LMER) ensures that eligible employees receive benefits and opportunities equal to those provided to non-disabled employees. LMER also ensures that eligible disabled employees receive requested reasonable accommodations. Employees with inquiries regarding ADA policies should contact the Equal Employment Opportunity Unit, District of Columbia Public Schools, 1200 First Street, NE, 10th Floor, Washington, DC 20002, (202) 442-5424.

Applicants or employees with concerns about discrimination, harassment, or retaliation should contact:

Labor Management & Employee Relations, District of Columbia Public Schools, 1200 First Street, NE, 10th Floor, Washington, DC 20002, dcps.lmer@dc.gov, 202-442-5424

or

D.C. Office of Human Rights, 441 4th Street, NW, Suite 570N, Washington, D.C. 20001, 202-727-4559

or

The U.S. Equal Employment Opportunity Commission, 131 M Street, NE, Fourth Floor, Suite 4NWO2F, Washington, DC 20507, 1-800-669-4000

Students, parents and guardians with concerns regarding disability discrimination should contact:

District of Columbia Public Schools Central Office Section 504 and Student Accommodations Team can be reached at the following: 504@dc.gov or (202) 442-5471, 1200 First St, NE, 8th Floor, Washington, DC 20002, 202-645-6073

or

D.C. Office of Human Rights, 441 4th Street, NW, Suite 570N, Washington, D.C. 20001, 202-727-4559

Students, parents and guardians with concerns regarding sex discrimination should contact:

DCPS Central Office Section 504 and Student Accommodations Team can be reached at the following: 504@dc.gov or (202) 442-5471, 1200 First St, NE, 8th Floor, Washington, DC 20002, 202-645-6073

or

Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100, Telephone: 1-800-421-3481, TDD: 877-521-2172, FAX: 202-245-6840, Email: OCR@ed.gov

Students, parents and guardians, and others with concerns regarding discrimination may also utilize the DCPS grievance procedure process. Students, parents and guardians and others with discrimination concern should contact:

DCPS Office of Integrity, 1200 First Street, NE, 11th Floor, Washington, DC 20002, (202) 442-4404

or

Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100, Telephone: 1-800-421-3481, TDD: 877-521-2172, FAX: 202-245-6840, Email: OCR@ed.gov

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